

# Memorandum

TO : Director of Training

DATE: 24 September 1965

FROM : Acting Chief, Language Training School

SUBJECT: Weekly Activities Report No. 28

A. SIGNIFICANT ITEMS

None to report.

B. OTHER ACTIVITIES

1. On 22 September [REDACTED] Office of the 25X1A  
DCI, inquired about the availability of self-study  
materials in teaching English to Spanish speakers.  
The Director is hiring as a maid a Cuban refugee  
who speaks little or no English. [REDACTED] informed 25X1A  
[REDACTED] that we had a set of records for self-  
study, but that we also have on hand and are using  
far superior material, a taped course of 30 lessons.  
This course, however, at least in the early stages,  
cannot be used without a competent instructor.  
[REDACTED] further advised that LTS has 5 instructors  
trained and experienced in teaching English to  
foreigners.

[REDACTED] called the following day to say  
that [REDACTED] preferred the course with the  
instructor and that the instruction could probably  
begin the first week in October. [REDACTED] will 25X1A  
select the instructor and be present at the opening  
session.

2. [REDACTED], Chief, Placement Branch,  
Office of Personnel, called [REDACTED] on 23 September 25X1A  
to inquire about LTS capabilities in foreign language  
testing. He said that there was a glaring deficiency  
in testing personnel for foreign language proficiency

DOCUMENT NO. \_\_\_\_\_  
NO CHANGE IN CLASS. ☒  
☐ DECLASSIFIED  
CLASS. CHANGED TO: TS S C  
NEXT REVIEW DATE: 2012  
AUTH: HR 70-2  
Approved For Release 2000/08/30 : CIA-RDP78-06096A000300050015-8  
DATE: 28-1-81 REVIEWER: 066/99

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when Entering on Duty. Apparently only a very few EOD's are being tested. At the moment the rate of EOD's is about 40 to 50 a month, of which less than half are professional personnel. The number of tests involved will probably not exceed 5 to 6 a week.

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██████████ said he would be delighted if the tests could be scheduled within a month after EOD. LTS should be able to handle this load with little or no difficulty, except in some unusual languages where special outside testing arrangements may have to be made. ██████████

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██████████ will coordinate this matter with ██████████, Deputy Chief of Personnel Operations Division, whose office handles EOD processing.

3. Another Chinese Familiarization Course is being conducted at Arlington Towers this week.

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██████████ is again giving the language part of the course.

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4. ██████████ Effective Speaking Course is being conducted at Arlington Towers Monday and Wednesday mornings. There is an enrollment of 10 students, including Lucas from LTS.

5. The language laboratories were used a total of 1091 hours for the four-week period ending 3 September including before hours 82, after hours 95, and Saturday-Sunday 10 hours.

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# Memorandum

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TO : Director of Training

DATE: 17 September 1965

FROM : Chief, Language Training School

SUBJECT: Weekly Activities Report No. 27

A. SIGNIFICANT ITEMS

None to report.

B. OTHER ACTIVITIES

1. The intensive DDP French testing was completed on 15 September. Candidates tested during this session totaled 108. [Further information will not be available until we are able to check our results against DDP machine runs.]

2. The following final statistics are submitted on the DDP Spanish testing drive:

Total claimed and tested proficiencies (all levels)	921
Claims by personnel not at HQ, which cannot be tested at present.	323 (35.1%)
Previously tested	327 (35.5%)
Tested during August	95 (10.3%)
Disclaimed during August	78 (8.5%)
Total claims disposed of to date	500 (54.3%)
Claims at HQ still untested	98 (10.6%)
<u>Total potentially disposable claims</u>	598 (64.9%)

has been contacted with these results. The annotated machine runs are being returned to him so that those who have not yet been tested can be scheduled.

3. Please also see attached report.

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NO CHANGE IN CLASS ☒ ~~DECLASSIFIED~~  
CLASS. CHANGED TO: TS S ©  
NEXT REVIEW DATE: \_\_\_\_\_  
AUTH: HR 70-2  
DATE: 20-1-82 REVIEWER: 006199

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